

### **ADVERTISEMENT FOR BIDS**

The Town of Berlin, Maryland is soliciting bids from qualified General Contractors for the construction of the new Berlin Police Department Building to be constructed on a site in Berlin, Maryland. Bids must be submitted on a **Lump Sum** basis in accordance with the Instructions to Bidders and Contract Documents for the project.

### **PROJECT DESCRIPTION**

The new Berlin Police Department building consists of approximately 9,100 square feet of new construction. The building is constructed of light-gauge steel framing and concrete masonry with concrete floors, light-gauge steel truss framed roof and concrete foundations. Building envelope features concrete block, face brick, cast stone and ballistic protection features. The new building will be constructed on a former farmhouse site adjacent to Highway 113 and near the corner of Bay Avenue. The new building will be fully sprinklered. Scope of work includes site work and landscaping. Some existing structures foundations must be removed. Many of the mature trees on the site will be protected.

### **BID DUE DATE**

General Contractors must submit two signed copies of their bids in sealed envelopes to:

**The Mayor and Council of The Town of Berlin  
c/o Ms. Mary T. Bohlen, Administrative Services Director  
10 William Street  
Berlin, MD 21811-1233**

Bids to be submitted on the forms provided in the Bidding Documents on or before **June 10, 2016 at 2:00 PM** Eastern Standard Time at the Town offices at 10 William Street, Berlin, MD 21811. Bids received after this date and time will not be accepted and will be returned unopened to the addressee. **NO ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.** All qualified bids received will be publicly opened on this date and time and read aloud.

### **BONDS AND SECURITY**

General Contractors must submit with their bids a **BID BOND** in an amount equaling **ONE PERCENT (1%)** of their total bid amount. Cashier's Checks made payable to the Town of Berlin may be substituted for the Bid Bond described above. General Contractors are also required to submit with their bids a **PAYMENT AND PERFORMANCE BOND** in an amount equaling **ONE HUNDRED PERCENT (100%)** of their total bid amount. Bonds must be submitted on forms provided by the Bonding Company. All Bonds must be issued by companies licensed to conduct business in the State of Maryland. No bids submitted can be withdrawn for a period of **Sixty Days (60)** from the date the bids were received by the Town of Berlin.

### **BID DOCUMENTS**

Qualified General Contractors may obtain all Bid Documents at one of the following reprographics locations:

**ACE Printing and Mailing**  
10026 Old Ocean City Blvd., Suite 3  
Berlin, MD 21811  
(410) 641-3636

**DiCarlo Digital Copy Center**  
109 S Division St, Salisbury, MD 21801  
(410) 749-9901

**Postal Suites Plus**  
101 Marlboro Ave, Easton, MD 21601  
(410) 443-0380

**The Copy Shoppe**  
100A Market Square  
Cambridge, MD 21613  
(410) 228-2679

**Maryland Reprographics, Inc.**  
2217 North Charles Street  
Baltimore, MD 21218  
(410) 467-8000

**Windswept Enterprising**  
251 N Dupont Highway  
Dover, DE 19901  
(302) 678-0805

Cost for reproduction services shall be paid by the Bidder. Costs are not reimbursable and the plans obtained cannot be returned. Note: Bidders are strongly urged to obtain complete sets of documents.

#### **PRE-BID MEETING**

A Pre-Bid Meeting will be held on **May 11, 2016 at 1:00 PM** Eastern Standard Time at the Town Hall of Berlin, 10 William Street, Berlin, Maryland. All General Contractors wishing to submit bids for this project are strongly encouraged to be in attendance.

#### **QUESTIONS DURING BIDDING PERIOD**

All questions during the bidding period shall be directed to the office of the Project Architect in writing or electronically at the address given below. Questions will not be answered by telephone. No questions are to be directed to the Town of Berlin.

**Project Architect: Crosby & Associates, AIA, LLC**  
513 Court Lane  
Cambridge, MD 21613  
Contact: Alan J. Brock  
[abrock@ca-aia.com](mailto:abrock@ca-aia.com)  
(410) 221-6508

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